

SERVICE LEVEL AGREEMENT

BETWEEN

GALWAY COUNTY COUNCIL



Comhairle Chontae na Gaillimhe
Galway County Council

AND

GALWAY COUNTY PUBLIC PARTICIPATION NETWORK



Galway County
Public
Participation
Network

Líonra Rannpháirtíochta Phoiblí
Chontae na Gaillimhe

EFFECTIVE FROM 1/1/2022 TO 31/12/2022

Purpose and function of the Agreement

The purpose of the Agreement is to clearly outline the roles and responsibilities of the key stakeholders and the methods of interagency cooperation.

Key stakeholders

This Agreement is made between Galway County Council and Galway County Public Participation Network in respect of the operation and management of Galway County Public Participation Network.

Preamble

Galway County Council and Galway County PPN enter into this Agreement for the provision of certain services by Galway County PPN as identified in the Work Plan (copy appended). This agreement covers the period from 01/01/2022 to 31/12/2022.

Workplan

Galway County PPN agrees to provide the services outlined in the Annual Workplan, subject to the envisaged resources being available. Galway County Council agrees to support the implementation of the Workplan and assign an Administrative Officer as the liaison person between the Council and PPN.

Funding

The overall budget for Galway County PPN for 2022 is €110,700 composed of €75,700 from DCRD and €35,000 from Galway County Council. All activities in the Workplan will be funded directly from this budget and the PPN will include an itemised budget forecast with its Annual Work Plan to be agreed with the Council.

Budget

All income and expenditure will be administered by Galway County Council through its Agresso System, to ensure a robust financial management and reporting structure. The Administrative Officer will be the Budget Holder and will be responsible for the approval of all payments and presenting a budget monitoring report to the Secretariat on a quarterly basis clearly identifying monies spent to date and the balance of the allocation remaining.

All payments will be subject to Galway County Council payment procedures:

- (a) All Purchase Orders must be raised in advance for the price agreed with the supplier and must comply with all Organisational Policies, e.g., Procurement Policy, Travel & Subsistence Policy, etc.
- (b) The correct Job Code must be used for all payments and the appropriate Operation Code must be assigned to all payments to enable categorisation of expenditure for reporting purposes.
- (c) All Invoices must be dated, detail the description of the goods or services provided, and if the supplier is vat-registered include the VAT rate charged and the price exclusive of VAT.
- (d) Once an invoice is received and checked, the PPN Support Worker will complete and attach a Payment Request Form confirming the goods or services were delivered according to the invoice.
- (e) The Payment Request Form will be submitted to the Administrative Officer for approval and once approved, a hard copy will be retained on file for the statutory retention period.
- (f) Documentary evidence of payments will be retained for all other payment methods, i.e., the LVP Card for payments by Card, and Secretariat Bank Account for payments by cheque, and these payments will also be assigned to the relevant operation code for reporting purposes.

All payments will be subject to the Department of Rural and Community Development "PPN Financial Controls" as updated.

Staffing

The PPN Resource Worker is a full-time post and will provide direct assistance and support to the PPN Secretariat in developing and managing the PPN as an effective structure to promote public engagement and participation and fulfil its objectives. The PPN workers and the Administrative Officer will work closely to develop and facilitate the implementation of the Workplan under the direction of the Secretariat.

The PPN Support Worker is a full-time post and will support the PPN Resource Worker and the Secretariat to develop and implement plans and actions and will operate the day-to-day workings of the PPN, including administration, payments, and maintaining financial records. The Support Worker will report to the PPN Resource Worker on a day-to-day basis and will develop and facilitate the implementation of the Workplan under the direction of the Secretariat.

The PPN Resource Worker and PPN Support Worker will be employed by Galway County Council and based in their Offices. The Council will be responsible for providing suitable workspace and equipment, and for staff support, supervision and training requirements.

Reporting and Review

Galway County Council and Galway County PPN will meet quarterly for the following purposes: -

- (a) Galway County PPN to report on key performance indicators and PPN objectives
- (b) Galway County Council to report on budget monitoring and Workplan achievement
- (c) Both parties to discuss any matters arising and agree any work changes required

Indemnity

Galway County PPN will take out their own Public Liability Insurance Cover and will indemnify Galway County Council in respect of any loss, damage, or breach of this Agreement relating to the project for which Galway County PPN is legally liable and shall supply copy of such insurance and indemnification if required by Galway County Council.

Declaration

I have read and fully understand the conditions contained in this Agreement. I further confirm that all conditions are fully acceptable to me and will be complied with fully.

Name: VINCENT LYONS

Signed: 

Title/Role: PPN Secretariat Liaison Person

Date: 27th January 2022

Name: MARY MCGANN

Signed: 

Title/Role: Administrative Officer, GCC

27/1/2022

